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ABSTRACT

This document consists of a learning activity packet (LAP) for the student and an instructor's guide for the teacher. The LAP is intended to acquaint occupational home economics students with preparing and serving beverages and caring for the equipment used to make them. Illustrated information sheets and learning activities are provided in these areas: types of beverages and their market forms; pouring beverages; rules for preparing coffee, standards for judging coffee, and coffee-making equipment; preparing coffee, cleaning the equipment, and serving coffee; rules for preparing tea, standards for judging tea, and preparing hot and iced tea; preparing hot cocoa; preparing fruit beverages; and soft drinks. The instructor's guide begins with an instructional matrix in which the information sheets and written activities contained in the LAP and the written test items included in the instructor's guide are cross-referenced to the knowledge objectives addressed by the materials. This is followed by a series of notes to instructors on the LAP series and suggested instructional procedures for use in conducting individual and group enrichment activities. A unit test and answer key are included. (MN)

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LEARNING ACTIVITY PACK 5.3

SECTION 5

Beverages

Basic Food Preparation

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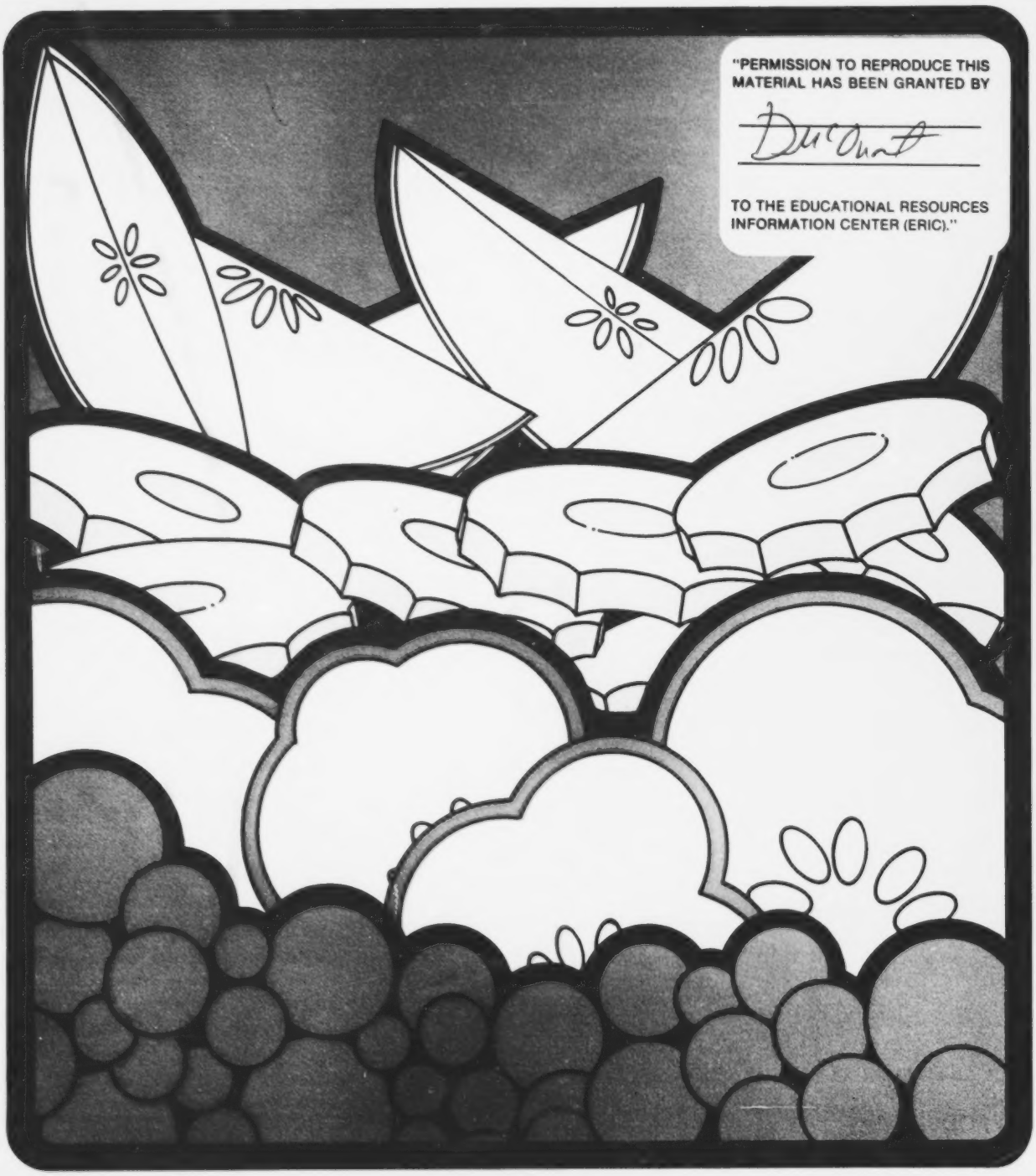

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LEARNING ACTIVITY PACE

5.3

SECTION 5

Beverages

Basic Food Preparation

State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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Purpose and Contents

Purpose

The purpose of LAP 5.3 is to describe how to prepare and serve beverages and how to properly care for the equipment used to make them. Beverages are an important part of any meal. People rely on them to satisfy a natural thirst that occurs when eating. Beverages can make the difference between a meal that's acceptable and one that isn't. Since the beverage is usually the last thing a customer consumes, it had better leave a good final impression. A poor quality beverage can make a customer forget about the wonderful food just eaten.

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Introduction

Written Test

You will be able to pass the written test for LAP 5.3 when you can successfully complete the following:

1. Match a list of vocabulary words with their definitions. (At least 9 out of 10 must be correct.)
2. Complete statements about types of beverages and their market forms. (At least 13 out of 15 must be correct.)
3. Complete statements about pouring beverages and identify the appropriate container in which to serve various beverages. (At least 15 out of 17 must be correct.)
4. Complete statements about rules for preparing coffee and standards for judging acceptable coffee. (At least 11 out of 13 must be correct.)
5. Complete statements about coffee-making equipment. (At least 8 out of 9 must be correct.)
6. Complete statements about cleaning coffee makers, preparing instant coffee and iced coffee, and portioning coffee. (At least 6 out of 7 must be correct.)
7. Complete statements about rules for preparing tea and standards for judging acceptable tea. (At least 9 out of 10 must be correct.)
8. Complete statements about hot cocoa. (At least 6 out of 7 must be correct.)
9. Complete statements about preparing fruit beverages. (At least 8 out of 9 must be correct.)
10. Complete statements about soft drinks. (At least 5 out of 6 must be correct.)

If you feel you know enough to pass the written test for LAP 5.3 before studying it, talk with your instructor.

Skills Test

You will be able to pass the skills test for LAP 5.3 when you do the following successfully:

1. Prepare coffee in an urn coffee maker. The coffee must be hot and clear, have a pleasing, not bitter taste, and a pleasing coffee aroma.
2. Prepare coffee in a vacuum coffee maker. The coffee must be hot and clear, have a pleasing, not bitter taste, and a pleasing coffee aroma.
3. Prepare coffee in an automatic drip coffee maker. The coffee must be hot and clear, have a pleasing, not bitter taste, and a pleasing coffee aroma.

Introduction (continued)

4. Prepare hot tea. The tea must be clear and free of leaves, have a pleasing, not bitter flavor, and be hot when served.

REMEMBER . . . Your final performance will also be judged on how well you:

- organize your work area for efficient production before starting
- follow the steps correctly in the right order, and
- clean your work area when you are finished.

If you feel you know enough to pass the skills test for LAP 5.3 before practicing the skills, talk with your instructor.

Learning Steps

To help you pass the written and skills tests for this LAP, you should follow these learning steps in order. There are two kinds of activities you will be asked to do:

Written activities will prepare you for the **written test**. They should all be done on a separate sheet of paper. The answers for these activities are in the back of this LAP. **Do not write in this LAP**!

Practice Checklist activities will prepare you for the **skills test**. These will be done in the kitchen or dining area. Check with your instructor before beginning these activities.

1. Read and study **Information Sheet 1**: Vocabulary.
2. Complete **Activity 1**: Matching Vocabulary Words. Check your answers.
3. Read and study **Information Sheet 2**: Types of Beverages and Their Market Forms.
4. Complete **Activity 2**: Types of Beverages and Their Market Forms. Check your answers.
5. Read and study **Information Sheet 3**: Pouring Beverages.
6. Complete **Activity 3A**: Pouring Beverages. Check your answers.
7. Complete **Activity 3B**: Practice in Pouring Beverages. Check yourself.
8. Read and study **Information Sheet 4**: Rules for Preparing Coffee, Standards for Judging Coffee, and Coffee-Making Equipment.
9. Complete **Activity 4A**: Rules for Preparing Coffee and Standards for Judging Acceptable Coffee. Check your answers.

Introduction (continued)

10. Complete **Activity 4B**: Coffee-Making Equipment. Check your answers.

11. Read and study **Information Sheet 5**: Preparing Coffee, Cleaning the Equipment, and Serving Coffee.

12. Complete **Activity 5A**: Practice Checklist—Prepare Coffee in an Urn Coffee Maker.

13. Complete **Activity 5B**: Practice Checklist—Prepare Coffee in a Vacuum Coffee Maker.

14. Complete **Activity 5C**: Practice Checklist—Prepare Coffee in an Automatic Drip Coffee Maker.

15. Complete **Activity 5D**: Cleaning Coffee Makers, Preparing Instant and Iced Coffee, and Portioning Coffee. Check your answers.

16. Read and study **Information Sheet 6**: Rules for Preparing Tea, Standards for Judging Tea, and Preparing Hot and Iced Tea.

17. Complete **Activity 6A**: Rules for Preparing Tea and Standards for Judging Acceptable Tea. Check your answers.

18. Complete **Activity 6B**: Practice Checklist—Prepare Hot Tea.

19. Read and study **Information Sheet 7**: Preparing Hot Cocoa.

20. Complete **Activity 7**: Preparing Hot Cocoa. Check your answers.

21. Read and study **Information Sheet 8**: Preparing Fruit Beverages.

22. Complete **Activity 8**: Preparing Fruit Beverages. Check your answers.

23. Read and study **Information Sheet 9**: Soft Drinks.

24. Complete **Activity 9**: Soft Drinks. Check your answers.

25. Get **Written Test 5.3** from your instructor and complete it. If you are successful, go on to Step 26; if not, talk with your instructor.

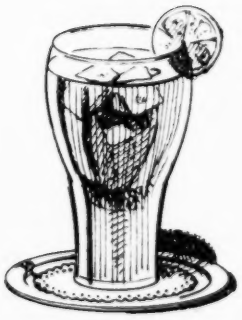
26. Have your instructor evaluate you on **Skills Test 5.3**. If you are successful, you have completed this LAP; if not, talk with your instructor.

Information Sheet 1
Vocabulary

Directions

The following words will be used in this LAP. Study the list. When you think you know all the words, test yourself by doing Practice Activity 1.

1. **decanter**—the part of a coffeepot used for serving; a container used to serve hot or cold beverages
2. **percolator**—a type of coffeepot in which boiling water rises repeatedly and filters through a basket of coffee grounds
3. **urn**—a large coffee maker; also, a large beverage dispenser, usually with a spigot (faucet), for serving hot or cold beverages
4. **beverage dispenser**—a machine that pours out drinks at the correct serving temperature
5. **carbonated**—soft drinks that contain carbon dioxide (CO_2), the gas that makes the bubbles
6. **reconstituted juice**—fruit juice that has been reduced to powder or a frozen concentrate and then has had water added back to it
7. **concentrate**—a beverage that has had part of its natural water removed
8. **brewing**—a method of preparing coffee by mixing ground raw coffee with almost-boiling water so that the water absorbs the flavor
9. **steeping**—a method of preparing tea by soaking the tea leaves in almost-boiling water to remove the flavor from them
10. **underliner**—a small saucer, usually with a paper doily, that is provided under beverage glasses or individual-sized serving pots; rarely used except in very elegant restaurants



Activity 1
Matching Vocabulary Words

Directions

On a separate sheet of paper, write each vocabulary word and then write the correct definition chosen from the list below.

DO NOT WRITE IN THIS LAP

Vocabulary Words

1. **decanter** _____
2. **percolator** _____
3. **urn** _____
4. **beverage dispenser** _____
5. **carbonated** _____
6. **reconstituted juice** _____
7. **concentrate** _____
8. **brewing** _____
9. **steeping** _____
10. **underliner** _____

Definitions

Beverages that contain carbon dioxide

A type of coffeepot in which boiling water rises repeatedly and filters through a basket of coffee grounds

A beverage that has had part of its natural water removed

Preparing coffee by mixing ground raw coffee with almost-boiling water

A large coffee maker or a large beverage dispenser with a spigot

Preparing tea by soaking the tea leaves in almost-boiling water

Fruit juice that was reduced to powder or a frozen concentrate and then has had water added to it

A small saucer, usually with a paper doily, that is provided under beverage glasses or individual-sized serving pots

A machine that pours out drinks at the correct serving temperature

The part of a coffeepot used for serving; a container used to serve hot or cold beverages

Check your answers in the back of the LAP. If you missed any, review Information Sheet 1.

Information Sheet 2
Types of Beverages and Their Market Forms

Types of Beverages

Beverages refer to anything people drink. And people the world over seem to prefer pretty much the same basic beverages although they may prepare them differently. The basic non-alcoholic beverage types include:

- coffee (hot or cold)
- tea (hot or cold)
- hot cocoa and hot chocolate
- fruit beverages
- soft drinks

Market Forms

These types of beverages are distinct from each other mainly with regard to what they are made of. Each beverage type has its own main ingredient. You seldom buy a beverage in the form in which you serve it. Instead, you purchase the main ingredient (coffee, tea, chocolate, fruit juice, etc.) in some form and then prepare it. The different forms in which you can purchase the main ingredients are called *market forms*. Market forms for beverages, for example, may be liquids, powders, granules, crystals, frozen concentrates, or beans. The form you buy will determine how you prepare a beverage. Often you will want to buy a special market form for the equipment you have. As you learn about the different beverage types, you will also learn about their market forms.

Coffee

Coffee is a beverage prepared from the seeds of the coffee tree. These seeds are called coffee beans. *Brewing* is the term used to describe the method of preparing coffee. It refers to mixing ground coffee beans with almost-boiling water so that the water absorbs the flavor from the ground beans.

Market Forms of Coffee

Coffee can be purchased in the following forms. Each form has its own way in which it must be prepared.

Ground coffee consists of coffee beans that have been roasted and broken up (ground) into very small pieces. Ground coffee must be prepared by brewing. When buying ground coffee, you must specify whether you want fine grind, drip grind, or regular grind. The kind of coffee maker you use determines which grind you need.

Instant coffee is a powder or granule form of coffee that has had all the water removed from it. It is prepared by adding hot water.

Freeze-dried coffee is a form of instant coffee that comes in coffee crystals. The coffee crystals are much larger than the grains of regular instant coffee.

Information Sheet 2 (continued)
Types of Beverages and Their Market Forms

Frozen coffee concentrate is very strong coffee in frozen form, from which 90 percent of the water has been removed. Water must be added to make the coffee regular strength.

Decaffeinated coffee is coffee that has had more than 95 percent of the caffeine removed. *Caffeine* is the substance in coffee that gives the drink a stimulating ("wake-up") effect. Decaffeinated coffee has a slightly different taste than regular coffee. It is also more expensive. This coffee is available in ground and instant forms. Individual packets of instant decaffeinated coffee are popular in food service establishments.

Tea

Tea is a beverage prepared from the leaves of the tea bush. The term *steeping* is used to describe the method of preparing tea. It refers to soaking the leaves in almost-boiling water to remove the flavor from them.

Types of Tea

Three main types of tea are available. Each has been processed in a slightly different way.

Green tea is a mild-flavored tea. It is made by drying the tea leaves while they are still green. Most Oriental teas are of this type.

Black tea is a stronger-flavored tea. It is processed by allowing the leaves to ferment (combine with air) before they are dried with heat. This strengthens the flavor and causes the green leaves to turn black. Black tea is the most popular tea in the United States.

Oolong tea is a type of tea halfway between a green tea and a black tea. The leaves are partially fermented before they are dried. They turn greenish-brown in color.

Market Forms of Tea

Tea can be purchased in the following forms.

Loose tea can be bought by the pound, usually in boxes or bags.

Tea bags contain tea leaves that have been premeasured and sealed in special filter paper. Individual-sized bags hold one teaspoon of loose tea. They are popular for preparing hot tea by the cup. Large bags are also available for food service establishments. They hold one ounce of loose tea.

Instant tea consists of tea crystals that dissolve easily in water. These crystals are derived from strong liquid tea that has had all the water removed. Instant tea may be packaged in a jar, a can, or a paper packet. It is popular for preparing iced tea. Instant tea may come sweetened, unsweetened, or flavored with lemon.

Special-flavored teas are tea leaves to which dried flower blossoms or artificial flavorings have been added to give the tea a different flavor. Examples include jasmine, mint, and berry teas.

Information Sheet 2 (continued)
Types of Beverages and Their Market Forms

Hot Cocoa and Hot Chocolate

Chocolate drinks are derived from the seeds (also called beans) of the cacao tree. Although in common speech we call all hot chocolate drinks "hot chocolate," there is a difference between real hot chocolate and cocoa. Hot chocolate is prepared by heating milk, sugar, and water with *baking chocolate*. Hot cocoa is prepared by heating milk, sugar, and water with powdered or instant *cocoa*. Although either baking chocolate or cocoa may be used, beverages made from cocoa are usually preferred because they have 50% less fat content. For this reason, only the preparation of hot cocoa has been included in this LAP.

Market Forms of Cocoa

Powdered cocoa and hot cocoa mix (a blend of cocoa, sugar, and dry milk solids) are sold by the pound. Individual serving packets of hot cocoa mix are also available.

Fruit Beverages

Beverages made from fruits are pleasant at any time of day. Fruit juices are a traditional part of the breakfast menu. Fruit drinks go well with lunch or with snacks. Punches made with fruit nectars are party beverages that brighten celebrations or special occasions.

Types of Fruit Beverages and Their Market Forms

Fruit juice is the liquid part of a fruit. When removed from the fruit, it may contain some fruit pulp. Fruit juice is available in fresh, canned, and frozen forms. Canned juices may have sugar and vitamin C added, but not water.

Nectar is fruit juice that has been combined with fruit pulp and a sweetener. It is usually thicker and sweeter than regular fruit juice.

Fruit drink is a beverage with a fruit flavor. It may contain only a small amount of fruit juice or no juice at all. Most fruit drinks contain water, sweeteners, and artificial colors and flavorings.

Powdered fruit drink is fruit drink that has had all the water removed. It is a dry powder that makes an instant beverage when mixed with water. It is sold by the pound.

Punch is a mixture of two or more beverages. Most punches are some combination of fruit juices, nectars, fruit puree (strained fruit), sherbet, and carbonated drinks.

Soft Drinks

Soft drinks are mixtures of flavored syrups, carbon dioxide (CO_2), and water. The term carbonated, which is used to describe soft drinks, refers to the fact that they contain carbon dioxide (CO_2). This is the ingredient in soft drinks that makes them bubbly. When soft drinks are allowed to sit in open containers, the carbon dioxide disappears and leaves a very flat-tasting beverage.

Soft drinks are available in bottles or cans. However, most soft drinks sold in food service establishments are portioned from soft drink fountain dispensers. The dispensers mix soft drink syrup, water, and CO_2.

Information Sheet 2 (continued)
Types of Beverages and Their Market Forms

These ingredients must be mixed in the proper amounts for the beverage to have a pleasant taste. When in good working order, fountain beverage dispensers mix the correct amounts automatically.

Activity 2
Types of Beverages and Their Market Forms

Directions

Read the following statements. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank on the following page.

1. The form in which you buy the main ingredient from which you make the beverage is called the _____ form.
2. Coffee is prepared from the _____ of the coffee tree.
3. Decaffeinated coffee has _____ of the caffeine removed.
4. Instant tea and coffee have had all of the _____ removed.
5. Freeze-dried coffee is a crystal form of _____ coffee.
6. Three types of tea—green, black, and oolong—differ according to how the _____ have been dried and fermented.
7. A regular tea bag holds _____ of loose tea; a large tea bag holds _____.
8. Special-flavored teas have dried _____ or artificial flavors added.
9. Hot chocolate is prepared from _____.
10. A _____ is the liquid part of the fruit.
11. A _____ is a fruit juice that has had pulp and sweetener added.
12. A _____ combines two or more beverages, usually fruit juices, nectars, and carbonated drinks.
13. A _____ is mostly sweetener and water with fruit flavoring.
14. Soft drinks are mixtures of _____, CO_2, and water.

Activity 2 (continued)
Types of Beverages and Their Market Forms

Word Bank

1 teaspoon	cocoa
3 teaspoons	caffeine
2 grams	market
1 ounce	simple
all	instant
95%	flavored syrup
half	fruit drink
leaves	fruit juice
flowers	nectar
seeds (beans)	punch
baking chocolate	water

Check your answers in the back of this LAP. If you missed any, review Information Sheet 2.

Information Sheet 3
Pouring Beverages

Introduction

This information sheet is about pouring beverages. Although it is brief, it is very important. You will be applying what you learn here throughout this LAP.

Rules for Pouring Beverages

1. Gather all the supplies before beginning to pour beverages.
2. Place beverage cups or glasses on trays before you fill them.
3. When using ice place the ice in the glasses before pouring the beverage.
4. When putting ice in beverage glasses, use tongs. Do not use your bare hands to touch ice.
5. Wash the tops of all canned or bottled beverages before opening them.
6. Fill cups and glasses approximately ¾ full.
7. Take special care to avoid spilling the beverage outside the glass or cup, either while pouring or delivering the beverage to the table. Clean up all drips and spills immediately with a damp, clean cloth. Never serve a customer a beverage that has overflowed or formed a pool in the saucer or underliner.
8. Use appropriate glasses and cups for the type of beverage to be served:
   a. 10- to 12-ounce glass for iced tea or iced coffee, large soft drinks, and fruit ades
   b. 8-ounce glass for water, small soft drinks, and milk
   c. 4- to 5-ounce glass for fruit juice
   d. a cup or mug with a handle or a disposable insulated cup for hot beverages
9. Glasses into which hot beverages may be poured should be heat-treated.

Activity 3A
Pouring Beverages

Directions

Read the following statements. **On a separate sheet of paper**, write out the following statements and fill in the blanks with words selected from the word bank on the following page.

1. Put cups and glasses on trays _____ you fill them.
2. Put ice in glasses _____ you fill them.
3. Pick up ice only with _____.
4. _____ the tops of cans and bottles before opening them.
5. Fill _____ cups and glasses ¾ full.
6. Wipe up drips and spills with a damp _____.

DO NOT WRITE IN THIS LAP

Directions

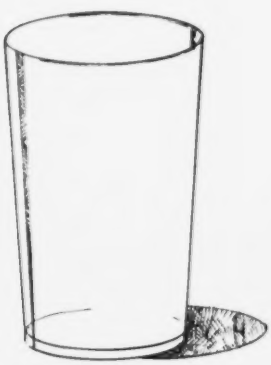
Select from the word bank the names of the appropriate beverages to be served in each of the containers depicted in items 7–10. **Write your answers on a separate sheet of paper.**

7. A cup or mug
(List 3 beverages.)

8. A 4- to 5-ounce glass
(List 1 beverage.)

9. An 8-ounce glass
(List 3 beverages.)

10. A 10- to 12-ounce glass
(List 4 beverages.)



Activity 3A (continued)
Pouring Beverages

Word Bank

after
all
before
clean cloth
sponge
tongs
warm
wash
your fingers
coffee
fruit ades
fruit juice
hot cocoa
hot tea
iced coffee
iced tea
large soft drinks
milk
small soft drinks
water

Check your answers in the back of this LAP. If you missed any, review Information Sheet 3.

Activity 3B
Practice in Pouring Beverages

Directions

These activities are suggested as practice in pouring beverages. You will not be given a final skills test on how well you pour, but these skills are included in the checklist for each type of beverage. After you have completed each practice activity, check your performance by answering the relevant self-check questions.

Pouring Beverages from a Pitcher or Coffee Decanter

Using *water*, practice pouring beverages from a pitcher or coffee decanter.

Preparing Trays of Cups or Glasses

Prepare one tray of cups or glasses for each of the following:

1. hot coffee
2. iced tea or a large soft drink
3. fruit juice
4. water or milk

Self-Check

1. Did you select the appropriate glass or cup for the beverage?
2. Did you put cups or glasses on the tray before filling them?
3. Did you put ice in the glasses before pouring the beverage?
4. Did you use tongs to pick up ice?
5. Did you clean the top of any can or bottle you poured from?
6. Did you fill cups or glasses ¾ full?
7. Did you wipe up drips and spills with a clean, damp cloth?

Information Sheet 4

Rules for Preparing Coffee, Standards for Judging Coffee, Coffee-Making Equipment

Introduction

This information sheet is about things you need to know *before* you begin preparing coffee. It includes these topics:

- rules for preparing coffee
- standards for judging coffee
- equipment for different coffee-making methods

Rules for Preparing Coffee

The following rules apply to preparing any kind of coffee that is brewed in a coffee maker.

1. Use freshly ground, high-quality coffee. Ground coffee should not be more than one week old. To keep ground coffee at its freshest, store opened packages in the freezer.

2. Start with cold water that has freshly run from the tap.

3. Use clean equipment. Follow the manufacturer's cleaning directions for each type of coffee maker. Some cleaning should be done after each use. Fat-like deposits from coffee can build up inside coffee makers. Dirty machines will produce bad-tasting coffee that has a greasy film floating on it.

4. Use correct proportions. Make sure you're putting in the right amounts of water and ground coffee. Measure the water in a measuring cup. Weigh the coffee if premeasured packets are not used. Accuracy is important. When preparing by the pot, allow 2 tablespoons for each cup of water. When preparing coffee in an urn, use 1 pound of coffee for every 2 to 2½ gallons of water.

5. Use the proper water temperature. Coffee should be brewed in water that is slightly below the boiling point (about 205°F). Never allow coffee to boil. Boiling will make coffee bitter.

6. Use proper timing. The amount of time that ground coffee and water are mixed is very short and varies with the grind that is used. Most coffee makers control this timing automatically for the grind they specify. The approximate brewing times for each grind of coffee are:

   fine grind—1-3 minutes
   drip grind—4-6 minutes
   regular grind—6-8 minutes

7. Keep coffee hot at no more than 185°F and serve it within the hour. Coffee that is kept hot for longer than 30 minutes loses much flavor and aroma (smell) and starts to turn bitter. One hour is considered the limit you can keep coffee hot and still serve it to customers.

Information Sheet 4 (continued)
Rules for Preparing Coffee, Standards for Judging Coffee, Coffee-Making Equipment

8. Use the correct coffee maker for the amount of coffee to be prepared. Coffee flavor will be best when enough coffee is prepared to fill the coffee maker at least one-half to two-thirds full, if not completely full. In addition, you don't want to prepare more coffee than you will need to serve within a half hour to an hour after it's ready.

Standards for Judging Acceptable Coffee

The coffee you put on the table will be good quality if you have brewed it according to the rules. Here are four ways to judge the quality of a cup of coffee. These are the same standards that will be used to judge the quality of the coffee you will make in the skills test for this LAP.

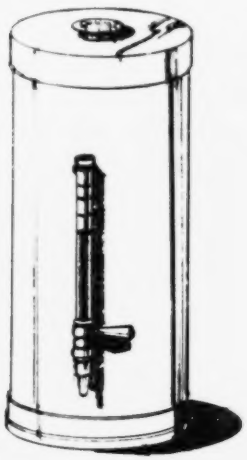
1. Acceptable coffee is hot (unless it is being served ice cold).
2. Acceptable coffee is clear.
3. Acceptable coffee has a pleasing, not bitter taste.
4. Acceptable coffee has a pleasing coffee aroma (smell).

In other words, you've got an acceptable cup of coffee if it's hot, clear, tastes good, and smells good.

Coffee-Making Equipment

There are many different kinds of coffee makers, but this LAP focuses on the three most popular—urn, vacuum, and automatic drip. These are the coffee makers you'll be most likely to use. You should be able to identify them and describe their special uses and the grind of coffee they require.

Urn Coffee Makers



Urn coffee makers are especially useful when you're making large quantities of coffee. You can brew up to 10 gallons (200 to 240 cups) of coffee in a coffee urn at one time.

Urn coffee makers use drip grind coffee.

Information Sheet 4 (continued)
Rules for Preparing Coffee, Standards for Judging Coffee, and Coffee-Making Equipment

Vacuum Coffee Makers

Vacuum coffee makers are especially useful for preparing small amounts of coffee. They can brew ½ gallon (10 to 12 cups) of coffee at a time.

Vacuum coffee makers use fine grind coffee.

Automatic Drip Coffee Makers

Automatic drip coffee makers are useful for brewing small amounts of coffee (10 to 12 cups). They are becoming more popular in the food service industry.

Automatic drip coffee makers use drip grind coffee.

Activity 4A

Rules for Preparing Coffee and Standards for Judging Acceptable Coffee

Directions

Read the following statements. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank on the following page.

1. Ground coffee should not be more than _____ week(s) old.
2. Once opened, ground coffee should be stored in the _____.
3. Use _____ water that has been freshly run from the tap.
4. The greasy film floating on top of coffee is caused by _____.
5. When making coffee by the pot, use _____ tablespoon(s) of coffee for each cup of water.
6. When preparing an urn of coffee, use 1 _____ of coffee for every 2 to 2½ gallons of water.
7. You shouldn't serve coffee that has been kept hot for more than _____ hour(s).
8. Never allow coffee to _____; the correct brewing temperature is just _____ boiling.
9. The amount of time that coffee mixes with hot water varies with the type of _____.
10. When choosing a coffee maker, consider the _____ of coffee you will be needing to serve.
11. Never make less than _____ pot of coffee.
12. Acceptable coffee is hot, _____, and has a pleasing taste and aroma.

Activity 4A (continued)

Rules for Preparing Coffee and Standards for Judging Acceptable Coffee

Word Bank

a quarter
a half
one
two
three
cup
pound
pint
clear
dense
grind
kind
amount
cupboard
freezer
cold
hot
old coffee grounds
unclean equipment
water that is too hot
boil over
boil
below
above
strength

Check your answers in the back of this LAP. If you missed any, review Information Sheet 4.

Activity 4B
Coffee-Making Equipment

Directions

Read the following statements and look at the pictures. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank below.

A

B

C

DO NOT WRITE IN THIS LAP

1. Coffee-maker A is called a(n) _____ coffee maker. It is used for making up to _____ gallon(s) of coffee at a time. It uses _____ grind coffee.

2. Coffee-maker B is called a(n) _____ coffee maker. It is used for making up to _____ gallon(s) of coffee at a time. It uses _____ grind coffee.

3. Coffee-maker C is called a(n) _____ coffee maker. It is used for making up to _____ gallon(s) of coffee at a time. It uses _____ grind coffee.

Word Bank

urn	fine
automatic drip	½
vacuum	1
drip	10

Check your answers in the back of this LAP. If you missed any, review Information Sheet 4.

Information Sheet 5

Preparing Coffee, Cleaning the Equipment, and Serving Coffee

Introduction

Instructions are given in this information sheet on how to prepare coffee in an urn coffee maker, a vacuum coffee maker, and an automatic drip coffee maker. The instructions also include steps on how to clean the equipment. Please keep in mind that only *general* guidelines have been given. Read the operating manuals for specific coffee makers in your training station before you attempt to operate them. This information sheet also covers instant coffee and iced coffee as well as tips on serving coffee.

Improper use of this equipment may be extremely hazardous. Before using it, discuss safety procedures with your instructor and consult the manufacturer's service manual.

Preparing Coffee in an Urn Coffee Maker

1. Rinse the urn thoroughly with hot water.
2. Fill the urn with fresh, cold tap water and heat the water to 205°F.
3. Insert a clean filter. (Filters may be paper, cloth bags, perforated metal plates, or wire screens.)
4. Weigh the correct amount of dry coffee and place it into the filter. Spread the coffee evenly across the filter.
5. Allow steam pressure to force hot water over the dry coffee.
6. Hold the temperature at 205°F for the amount of time required for the coffee to brew.
7. Remove the grounds from the urn and dump them immediately. If using a cloth bag, wash the bag thoroughly and soak it in cold water.
8. For an even blend, release a gallon of coffee from the urn and pour it back through the top of the urn.
9. Check the temperature gauge again and maintain a temperature of 185°F while the coffee is being served.

Cleaning an Urn Coffee Maker

After each use, follow these cleaning guidelines:

1. Rinse the inside walls of the urn, using very hot water. Sprinkle baking soda on the walls of the urn and scrub the walls with a brush. Rinse the urn until hot water runs clean and clear. Rinse the inside of the cover.
2. Unscrew the top of the glass gauge. Brush and rinse.
3. Remove and clean the cap at the end of the faucet. Scrub the pipe leading from the center of the urn. If the faucet has no cap, take it apart. Scrub the spigot and rinse it thoroughly with hot water.

Information Sheet 5 (continued)
Preparing Coffee, Cleaning the Equipment, and Serving Coffee

4. Place several gallons of fresh water in the urn. Leave the cover slightly ajar.

5. Empty and rinse the urn before using.

Once a week you should do a more thorough cleaning. Fill the urn about ¾ full of water. Heat the water and add an urn cleaner (check the manufacturer's specifications). Let stand 30 minutes. Then scrub the urn walls, glass gauge, and faucets. Rinse with fresh water three or four times, brushing the surfaces each time. *Never use soaps, scouring powders, or other abrasives to clean the urn.*

Rinse the urn bags or filter cloths in hot water after each batch of coffee. Do not wash in soap or detergent. Discard and replace them when they are worn or develop a strong odor.

For more complete instructions and a skills test in cleaning the coffee urn, see LAP 4.2: Proper Use and Care of Miscellaneous Equipment and Attachments.

Preparing Coffee in a Vacuum Coffee Maker

1. Fill the lower bowl (may be glass or metal) with the correct amount of fresh, cold tap water. Place the lower bowl on the heat.

2. Rinse a clean filter cloth in hot water and place it over the filtering device in the top bowl.

3. Pour the correct measure of coffee into the top bowl.

4. When the water begins to boil, place the top bowl firmly into the lower bowl, twisting the top bowl with a screwing motion.

5. Allow the water to be forced up into the top bowl, but reduce the heat so that the water doesn't rise too rapidly.

6. Stir the water in the top bowl for 20 seconds. Allow the water to contact the coffee for 2 to 4 minutes.

7. When all the water has moved to the top bowl and steam has started bubbling in the brew, remove the coffee maker from the heat. In about 3 minutes the cool air will create a vacuum in the lower bowl. The vacuum will pull the brewed coffee down through the filter.

8. After all the coffee has filtered into the lower bowl, remove the upper bowl and dump out the grounds immediately. Rinse the cloth filter and store it in cold water.

9. Leave the lower bowl over heat to maintain the coffee at 185°F until it is served.

Information Sheet 5 (continued)
Preparing Coffee, Cleaning the Equipment, and Serving Coffee

Cleaning a Vacuum Coffee Maker

After each use, follow these cleaning guidelines:

1. Sprinkle about a tablespoon of baking soda in the top and lower bowls and wipe all surfaces with a damp cloth.
2. Rinse the bowls, filter parts, and filter cloth thoroughly.
3. Store the filter cloth in cold water when it's not in use.
4. Clean hot plates used for warming the pots with a damp cloth, then dry them.

Twice a week soak all parts of the vacuum coffee maker in a cleaner. Scrub and rinse until all coffee deposits are removed.

Preparing Coffee in an Automatic Drip Coffee Maker

1. Place a clean filter paper in the basket. Make sure the filter is correctly in place. *Use only the kind of filter recommended by the manufacturer.*
2. Pour measured coffee into the filter and spread it evenly.
3. Slide the basket into place on the coffee maker.
4. Set a clean coffee decanter under the basket.
5. Pour the correct amount of fresh, cold tap water into the reservoir.
6. Turn the switch on. The water will automatically heat and flow through the basket into the coffee decanter.
7. When the coffee stops dripping from the basket, turn the switch to "hold."
8. Leave the decanter on the warming plate until the coffee has been served. *Do not leave empty decanters on warming plates when the heat is on. This will cause them to break!*

Cleaning an Automatic Drip Coffee Maker

After each use, follow these cleaning guidelines:

1. Clean the coffee decanter, using a tablespoon of baking soda and scrubbing with a damp cloth. Rinse the decanter well.
2. Throw away the filter. Never reuse a filter.
3. Clean the warming plate with a damp cloth and then dry it.

Once a week, clean the spray disc under the brewing head plate. Remove it and soak it overnight in a regular urn cleaner. Rinse it thoroughly and replace it on the coffee maker.

Information Sheet 5 (continued)
Preparing Coffee, Cleaning the Equipment, and Serving Coffee

Instant Coffee

Instant coffee is usually prepared by the cup.

1. Open the premeasured packet or jar.
2. Place coffee crystals in a cup (usually 1 teaspoon if not premeasured).
3. Add enough boiling water to fill the cup ¾ full.
4. Stir to dissolve all crystals.
5. Serve immediately.

Iced Coffee

Fill glasses ¾ full

10–12 oz.

1. Prepare coffee by any of the preceding methods but make it two to three times the regular strength. This is done by adding two or three times the normal measure of dry coffee before brewing.
2. Fill a 10- or 12-ounce glass with ice.
3. Add enough prepared coffee to fill the glass ¾ full. You can pour the coffee while it's hot or you may prepare the coffee ahead of time and allow it to cool before pouring it over ice.
4. Provide cream and sugar.
5. Serve on an underliner if that is the policy of the management.

Serving Hot Coffee

Fill cups ¾ full

The following tips pertain to serving hot coffee:

1. Preheat cups, if desired, by rinsing them in hot water before filling them with coffee.
2. Fill cups approximately ¾ full.
3. Provide cream and sugar.
4. Serve coffee immediately after portioning.
5. Refill the cups as permitted by the food service establishment's policy.

Activity 5A
Practice Checklist: Prepare Coffee in an Urn Coffee Maker

Directions

Write down the steps for this task and the standards for evaluation **on a separate sheet of paper**. Then ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY.

Steps

✔	
	1. Wash your hands.
	2. Assemble supplies: an urn coffee maker, a clean filter, and dry coffee.
	3. Remove any water that has been standing in the urn and rinse the urn with hot water.
	4. Fill the urn with fresh, cold tap water and heat the water to 205°F.
	5. Insert a clean filter.
	6. Weigh the correct amount of dry coffee and spread it evenly across the filter.
	7. Hold the temperature at 205°F for the amount of time required for the coffee to brew.
	8. Remove the grounds from the urn and dump them immediately. If using a cloth bag, wash the bag thoroughly and soak it in cold water.
	9. Release a gallon of coffee from the urn and pour it back through the top of the urn.
	10. Maintain a temperature of 185°F while the coffee is being served.
	11. Clean the urn and urn parts. Rinse until water runs clean and clear.
	12. Place several gallons of fresh water in the urn and leave the cover slightly ajar.

Standards for Evaluation

✔	
	1. Is the coffee hot?
	2. Is the coffee clear?
	3. Does the coffee have a pleasing, not bitter taste?
	4. Does the coffee have a pleasing coffee aroma?

Activity 5B
Practice Checklist: Prepare Coffee in a Vacuum Coffee Maker

Directions

Write down the steps for this task and the standards for evaluation **on a separate sheet of paper**. Then ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY.

Steps

✔	
1.	Wash your hands.
2.	Assemble supplies: a vacuum coffee maker, a clean filter cloth, and dry coffee.
3.	Fill the lower bowl with the correct amount of fresh, cold tap water. Place the lower bowl on heat.
4.	Rinse a clean filter cloth in hot water and place it over the filtering device in the top bowl.
5.	Pour the correct measure of dry coffee into the top bowl.
6.	When the water begins to boil, place the top bowl firmly into the lower bowl.
7.	When the water starts to rise into the top bowl, reduce the heat so that the water doesn't rise too rapidly.
8.	Stir the water in the top bowl for 20 seconds. Allow the water to contact the coffee for 2 to 4 minutes.
9.	After all the water has moved to the top bowl and steam has started bubbling in the brew, remove the coffee maker from the heat.
10.	After all the coffee has filtered into the lower bowl, remove the upper bowl and dump out the grounds.
11.	Maintain the coffee at 185°F until it is served.
12.	Rinse the cloth filter and store it in cold water. Clean the upper and lower bowls, filter parts, and hot plate.

Standards for Evaluation

✔	
1.	Is the coffee hot?
2.	Is the coffee clear?
3.	Does the coffee have a pleasing, not bitter taste?
4.	Does the coffee have a pleasing coffee aroma?

Activity 5C

Practice Checklist: Prepare Coffee in an Automatic Drip Coffee Maker

Directions

Write down the steps for this task and the standards for evaluation **on a separate sheet of paper**. Then ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY.

Steps

✔	
1.	Wash your hands.
2.	Assemble supplies: an automatic drip coffee maker, a clean filter paper, and dry coffee.
3.	Put a clean filter firmly in place in the basket.
4.	Pour measured coffee into the filter and spread it evenly.
5.	Pour the correct amount of fresh, cold tap water into the reservoir.
6.	Turn the switch on.
7.	When the coffee stops dripping from the basket, turn the switch to "hold."
8.	Leave the decanter on the warming plate until the coffee has been served.
9.	Throw away the filter. Clean the coffee decanter and warming plate.

Standards for Evaluation

✔	
1.	Is the coffee hot?
2.	Is the coffee clear?
3.	Does the coffee have a pleasing, not bitter taste?
4.	Does the coffee have a pleasing coffee aroma?

Activity 5D

Cleaning Coffee Makers, Preparing Instant and Iced Coffee, and Portioning Coffee

Directions

Read the following statements. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank below.

1. You should do more thorough cleaning of the coffee maker _____.
2. Never use soaps, scouring powders, or other abrasives to clean urns or decanters; use only _____ and water or special coffeepot cleaner.
3. Discard urn bags and filter cloths _____.
4. The correct way to store urn bags and filter cloths is _____.
5. When making instant coffee by the cup, add boiling water to _____ of coffee crystals.
6. Iced coffee is made the same way as hot coffee except that it should be at least _____ the strength.
7. Iced coffee _____ be prepared ahead of time.

Word Bank

once a week
twice a week
twice a month
after each use
baking powder
baking soda
in the air to dry
in cold water
when they are worn or have a strong odor
1 teaspoon
2 teaspoons
1 tablespoon
twice
may
may not

Check your answers in the back of this LAP. If you missed any, review Information Sheet 5.

Information Sheet 6

Rules for Preparing Tea, Standards for Judging Tea, Preparing Hot and Iced Tea

Introduction

This information sheet is about preparing tea. It includes the following topics:

- rules for preparing tea
- standards for judging acceptable tea
- how to prepare hot tea by the cup and by the pot
- how to prepare iced tea
- how to portion hot tea and iced tea

Rules for Preparing Tea

1. Use fresh, high-quality tea. After opening the package, store tea leaves or bags in an air-tight jar.
2. Start with cold water that has freshly run from the tap.
3. Measure the water and tea accurately.
4. Make sure that the water is boiling when you pour it on the tea to steep. Never boil tea.
5. Always cover the tea while it's steeping.
6. Accurately time the steeping process (3 to 5 minutes, depending on the strength desired).
7. Use preheated teapots and cups when possible.
8. Prepare and serve tea in china, glass, earthenware, or enamel containers, although stainless steel may also be used.
9. Make cloudy tea clear by adding a small amount of boiling water.
10. Never steep tea leaves more than once.
11. Never put ice into tea. Pour tea over ice.

Standards for Judging Acceptable Tea

Here are three ways to judge whether a cup of tea is acceptable. These are the same standards that will be used to judge the acceptability of the tea you make in the skills test for this LAP.

1. Acceptable tea is clear and free of leaves.
2. Acceptable tea has a pleasing, not bitter flavor.
3. Acceptable tea is served at the proper temperature (either hot or ice cold).

Information Sheet 6 (continued)
Rules for Preparing Tea, Standards for Judging Tea, and Preparing Hot and Iced Tea

Preparing Hot Tea by the Cup

Food service establishments do not serve tea by the cup. Rather they provide hot water and a tea bag so that the customer can steep the tea to his or her own preferred strength.

1. Rinse an individual teapot with hot water.
2. Fill the individual teapot ¾ full with boiling water.
3. Serve immediately. Use an underliner if that is the policy of the management.
4. Provide a cup and saucer, a tea bag, sugar, lemon, and cream, as the customer desires.

Preparing Hot Tea by the Pot

1. Rinse the teapot with hot water.
2. Add the correct measure of tea to the pot (1 teaspoon tea leaves or 1 tea bag for each 5 to 6 ounces of water).
3. Pour premeasured, boiling water into the teapot.
4. Cover the teapot and steep the tea for 3 to 5 minutes.
5. Remove the tea bags (or strain the tea through a tea strainer if loose leaves were used).
6. Stir the tea just before serving.
7. Provide cups and saucers, sugar, lemon, and cream, as the customers desire.

Tea Urns

Urns are now used in many food service establishments to make and serve tea. Instant tea is combined with freshly boiled water within the urn. Cups or glasses are filled from a faucet on the front of the urn. Tea urns should be cleaned daily. (See the use and care booklet for any tea-making equipment in your training station.)

Preparing Iced Tea

1. Follow the steps for preparing hot tea by the pot, but let the tea steep a full 5 minutes and use twice the measure of leaves for the same amount of water. That is, for iced tea use 2 teaspoons of tea leaves or 2 tea bags for each 5 to 6 ounces of water.
2. Let the tea cool to room temperature.
3. Fill 10- to 12-ounce glasses with ice.
4. Stir the tea just before serving and fill the glasses ¾ full.
5. Serve with lemon and sugar. Provide an iced tea spoon.
6. Serve on an underliner if that is the policy of the management.

Information Sheet 6 (continued)
Rules for Preparing Tea, Standards for Judging Tea, and Preparing Hot and Iced Tea

Instant Tea

Follow the directions provided by the manufacturer.

Activity 6A

Rules for Preparing Tea and Standards for Judging Acceptable Tea

Directions

Read the following statements. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank below.

1. Tea leaves or bags should be stored in _____.
2. When making tea, start with _____ water that has freshly run from the tap.
3. Make sure the water is _____ when you pour it over the tea.
4. Never _____ tea.
5. Cover the tea and let it steep for _____ minutes, depending on the _____.
6. To keep the tea hotter longer, use china, glass, earthenware, or enamel containers, and _____ them before adding the tea.
7. Make cloudy tea clear by adding a small amount of _____.
8. Never steep tea more than _____.
9. Acceptable tea must be clear of leaves, have a pleasing flavor, and be served at the proper _____.

Word Bank

air-tight jars	strength desired
their original containers	type of tea
hot	hardness of the water
cold	preheat
tepid	boiling water
boiling	baking soda
freeze	once
boil	twice
3 to 5	temperature
6 to 8	time of day

Check your answers in the back of this LAP. If you missed any, review Information Sheet 5.

Activity 6B

Practice Checklist: Prepare Hot Tea

Directions

Write down the steps for this task and the standards for evaluation **on a separate sheet of paper**. Then ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY.

Steps

✔	
1.	Wash your hands.
2.	Assemble supplies: a teapot, tea (loose or in bags), a pot, a measuring cup, and a measuring spoon and tea strainer, if applicable.
3.	Rinse the teapot with hot water.
4.	Add the correct measure of tea to the teapot (either loose tea or bags).
5.	Pour premeasured, boiling water into the teapot.
6.	Cover the teapot and steep the tea for 3 to 5 minutes.
7.	Remove the tea bags (or strain the tea through a tea strainer if loose leaves were used).
8.	Stir the tea just before serving.
9.	Provide cups and saucers, sugar, lemon, and cream.
10.	Clean and sanitize the work area, utensils, and equipment.

Standards for Evaluation

✔	
1.	Is the tea clear and free of leaves?
2.	Does the tea have a pleasing, not bitter flavor?
3.	Is the tea hot when served?

Information Sheet 7
Preparing Hot Cocoa

Introduction

This information sheet is about preparing hot cocoa. Recall that there is a difference between hot chocolate and hot cocoa. Hot chocolate is made with baking chocolate and has a higher fat content. Cocoa is made with powdered or instant cocoa, a form of chocolate that has had about half of the fat removed. In this information sheet you will learn how to prepare hot cocoa. You will also learn the standards for judging acceptable hot cocoa.

Standards for Judging Acceptable Hot Cocoa

Properly prepared hot cocoa should have these qualities:

1. The color should be deep brown.
2. The flavor should be sweet.
3. The beverage should look foamy and light.
4. There should not be any lumps or particles in the bottom of the cup.

Preparing Hot Cocoa

The following preparation produces about a quart, or approximately four servings, of the beverage.

1. Combine 1/4 cup cocoa, 1/8 teaspoon salt, and 2 to 4 tablespoons of sugar in the top of a double boiler. Stir to remove any lumps in the cocoa.
2. Add 1 cup of boiling water.
3. Stir and boil the mixture over direct heat for 2 minutes.
4. Place the mixture on top of the boiler over boiling water.
5. Add 3 cups of scalding milk.
6. Stir and heat the cocoa thoroughly. If you don't plan to serve the beverage immediately, you can keep it hot over the double boiler or in a steam kettle without scorching.
7. Just before serving, beat the mixture with a wire whisk until foamy.
8. Serve immediately in preheated cups or mugs.
9. Garnish with marshmallows or marshmallow cream.

Instant Cocoas

Powdered chocolate flavorings are a blend of cocoa, sugar, and other flavors. It is prepared by dissolving it in either hot or cold milk. For correct proportions, follow the package directions.

Hot cocoa mix is a blend of cocoa, sugar, dry milk solids, and special flavorings. It is prepared by adding boiling water. For correct proportions, follow the package directions.

Information Sheet 7 (continued)
Preparing Hot Cocoa

Hot Cocoa Beverage Makers

Hot cocoa beverage makers are now popular in many food service establishments. These machines automatically combine instant cocoa mix with hot water at the touch of a button. Portioning is also automatic, since the machines release only a cupful at a time. See the manufacturer's instructions for exact information on the use and cleaning of the equipment.

Activity 7
Preparing Hot Cocoa

Directions

Read the following statements. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank below.

1. Hot cocoa has less _____ in it than hot chocolate.
2. The color of hot cocoa should be deep brown, the flavor sweet, and the texture _____.
3. There should be no _____ at the bottom of the cup.
4. You can keep cocoa hot over _____.
5. Just before serving, _____ the cocoa.
6. Two forms of instant cocoa are hot cocoa mix and powdered chocolate _____.
7. Hot cocoa beverage makers automatically combine _____ and _____.

Word Bank

milk
milk solids
water
fat
flavorings
crystals
instant cocoa mix
foamy and light
smooth and dense
lumps and particles
a double boiler
direct heat
strain
whip

Check your answers in the back of this LAP. If you missed any, review Information Sheet 7.

Information Sheet 8
Preparing Fruit Beverages

Introduction

In Information Sheet 2, you learned that fruit beverages may be purchased in cans, frozen concentrates, liquid concentrates (nectars), and powders or crystals. Of course, you can also prepare fruit juice fresh from raw fruit. This information sheet covers the most popular methods of preparing a variety of fruit beverages: fresh fruit juice; canned fruit juice, fruit drinks, and nectars; powdered fruit drinks; and hot and cold punch.

Standards for Judging Fruit Beverages

Properly prepared fruit beverages should have these qualities:

1. The fruit flavor is distinct and not too strong or too weak.
2. The color is pleasing and natural-looking.
3. The texture is smooth (free of frozen lumps, clumps of pulp, undissolved sugar or crystals, etc.).
4. They are served chilled (with the exception of hot punch).

Special Tips

The following tips can improve the appearance and/or flavor of almost any fruit beverage you prepare.

1. Chill beverage glasses by placing them (empty) on trays in the freezer for a few hours or overnight.
2. To improve the flavor of many fruit juices, add lemon juice. It is an ingredient common to many punch recipes.
3. Garnish glasses of fruit beverages with lemon or orange slices, fresh strawberries, maraschino cherries, or mint.
4. Stir fruit beverages before serving. This will correct the separation that occurs during storage and provide a uniform mixture.
5. Store unused juice in the refrigerator in closed plastic or glass containers. Metal containers or the original can may impart a metallic flavor. Juice that is left uncovered may take on other food odors.
6. Do not use juice that has been stored longer than three days.

Preparing Fresh Fruit Juice in a Juicer

A juicer is a piece of equipment that you can operate by hand to extract (press out) a lot of juice quickly from fresh fruit. Citrus fruits (oranges, lemons, limes, and grapefruits) lend themselves especially well to this method of preparation.

1. Wash the skins and refrigerate the fruit.
2. Position a bowl or pitcher under the juicer to catch the juice.
3. Cut the fruit in halves or fourths.

Information Sheet 8 (continued)
Preparing Fruit Beverages

4. Position cut pieces of fruit evenly in the juicer.
5. Bring the handle down and press firmly.
6. When the juice stops flowing, remove the rinds and seeds from the juicer, and repeat the process.
7. Portion the juice in 4- or 5-ounce glasses and serve.
8. Store unused juice in the refrigerator in a closed plastic or glass container. This will keep it cold and fresh and prevent it from taking on other food odors.
9. Stir fruit juice before serving.

Canned Fruit Juices, Fruit Drinks, and Nectars

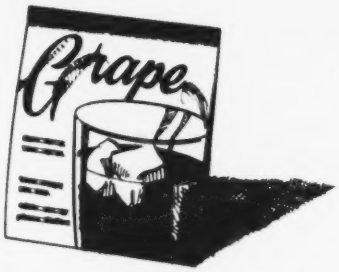
1. Chill canned beverages in their original containers.
2. Wipe the tops of cans with a damp, clean cloth before opening.
3. Shake the can to mix the contents.
4. Portion either from the opened can or from a pitcher.
5. Serve in appropriate chilled glasses.
6. Store unused juice in the refrigerator in closed plastic or glass containers. Do not keep longer than three days.

Reconstituting Frozen Fruit Juice Concentrate

1. Thaw the frozen concentrate slightly.
2. Empty the contents into a blender.
3. Add ⅓ of the required water.
4. Blend on low speed until smooth.
5. Stir in the remaining water. (Most concentrates are to be mixed in the proportions of 1 part concentrate to 3 parts water. Check specific directions on the container for each brand.)
6. Place juice in a pitcher or storage jar.
7. Chill.
8. Portion in 4- or 5-ounce glasses and serve.

Information Sheet 8 (continued)
Preparing Fruit Beverages

Reconstituting Powdered Fruit Drink



1. Place a measured amount of powder in a pitcher.
2. Add the correct measure of cold water.
3. Stir until all powder is dissolved.
4. Chill or serve immediately over ice.
5. Portion in 10- to 12-ounce glasses and serve.
6. Check the directions given on containers for each brand for specific amounts of powder and water to be used.

Preparing Cold Punch

1. Mix two or more juices in storage jars.
2. Chill, allowing flavors to blend.
3. Just before serving, place juices in a punch bowl or pitcher and add any carbonated beverage, such as ginger ale or lemon-lime. (Adding carbonated beverages too soon will produce a "flat" punch that has no bubbly taste to it.)
4. Garnish with a decorative ice ring, sherbet or ice cream, or fresh fruit.
5. Serve in 3-, 4-, or 5-ounce punch cups.

Preparing an Ice Ring for a Punch Bowl

1. Slightly oil a ring mold.
2. Arrange pieces of fruit or mint leaves in the bottom of the mold.
3. Fill the mold with the prepared punch mixture or water.
4. Freeze until solid (which means that you should begin the mold at least a day before you'll need it).
5. Unmold the ring and place it in the punch bowl, fruit side up.

Preparing Hot Punch

1. Mix fruit juices in a large stockpot.
2. Simmer them with spices just long enough to blend flavors.
3. Portion in mugs.
4. Garnish with cinnamon sticks.
5. Serve hot.

Activity 8
Preparing Fruit Beverages

Directions

Read the following statements. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank below.

1. Adding _____ improves the flavor of many fruit juices.
2. Once opened, store canned fruit juice in the refrigerator in _____ container.
3. Do not use juice that has been stored longer than _____ days.
4. Juice that has been left standing tends to _____ and should be stirred before serving.
5. Fruit beverages should be served chilled, with the exception of hot _____.
6. When using canned juice, always _____ the can and wipe the top before opening.
7. A _____ is a piece of equipment for extracting a lot of juice quickly from fresh fruit.
8. When making cold punch, add the carbonated beverage _____.
9. Hot punch consists of fruit juices simmered with _____.

Word Bank

spices
salt
the original
a closed plastic or glass
two
three
four
separate
congeal
natural
artificial
punch
lemon juice
grapefruit juice
vegetable stock
weigh
wipe
shake
blender
juicer
the night before
just before serving

Check your answers in the back of this LAP. If you missed any, review Information Sheet 8.

Information Sheet 9
Soft Drinks

Introduction

Soft drinks, or carbonated beverages, are mixtures of flavored syrups, carbon dioxide (CO_2), and water. The term carbonated refers to the fact that these beverages contain carbon dioxide (CO_2), a gas that makes them fizz. Most soft drinks sold in food service establishments are portioned from soft drink fountain dispensers, rather than from bottles and cans. This information sheet describes the soft drink dispensers most commonly in use and the care of these machines. It also states the standards for properly prepared and portioned soft drinks.

Soft Drink Dispensers

There are two basic types of soft drink dispensers: (1) pre-mix machines and (2) post-mix machines.

Pre-mix machines use soft drinks that are already mixed and ready to use. The soft drink is poured in large quantities into storage tanks on the dispenser. The beverge is then portioned through dispenser heads on the front of the unit.

Post-mix machines mix concentrated soft drink syrup with CO_2 and water as the beverage is portioned. Each dispenser head on a post-mix machine is connected to a water line and to a metal tank of soft drink syrup. The syrup tanks are connected to tanks of CO_2, which carbonate the beverage. As the syrup, water, and CO_2 flow through the soft drink dispenser, they are refrigerated.

Soft Drink Syrups

Soft drink syrups are concentrated. This means that water must be added for the beverage to be of proper strength. In their concentrated form, soft drink syrups are very sweet. Flavorings are added to syrup mixtures to produce different brands of soft drinks.

Soft drink syrups are packaged in 5-gallon metal tanks. Each tank is pressurized and has two hoses connected to the top of it. One hose runs from the syrup tank to the soft drink dispenser. The second hose runs from the syrup tank to a pressurized can of CO_2. Pressure from the CO_2 tank forces the CO_2 into the syrup tank. The combined CO_2 and syrup are then pushed through the hose to the soft drink dispenser. As the syrup comes through the dispenser, it is mixed with water. The water thins the syrup to its proper strength.

Fountain beverage dispensers are designed to mix the correct amounts of soft drink syrup, water, and CO_2 automatically. If the machine isn't operating correctly, the beverage that comes out may have an unpleasant taste. Notify your supervisor if customers complain about the taste of their soft drinks.

Information Sheet 9 (continued)
Soft Drinks

Changing Syrup Tanks

When the syrup tank becomes empty, the tank must be disconnected from the hoses and a full tank must be connected in its place. It may be your duty as a food service employee to perform this task. If so, you must first receive training from your employer or training station supervisor. **You should never attempt this task without having been first trained to do it.**

Care of the Dispenser

The following advice on cleaning the equipment applies to most dispensers. For a more detailed description of cleaning and maintenance of the equipment you are using, check the manufacturer's guide.

1. Soak plastic covers on the dispenser heads overnight in mild cleaning solution.
2. Wipe all outer surfaces of the dispenser unit, using a soft cloth and a mild detergent. Never use an abrasive cleaner, such as scouring powder or steel wool.
3. If the small hole where syrup comes through becomes clogged, use a toothpick to clean it.

Serving Soft Drinks

1. Choose either an 8-ounce glass or a 10- or 12-ounce glass.
2. Fill with glass with ice.
3. Use the glass to press the lever under the dispenser head that releases the beverage. Fill the glass ¾ full.
4. Wipe off any spills on the outside of the glass.
5. Serve immediately. Provide a straw.

Standards for Acceptable Soft Drinks

A properly prepared and portioned soft drink should have these qualities:

1. It should be well iced.
2. The glass should be approximately ¾ full.
3. It should have adequate "fizz."
4. It should be of pleasing color and taste.

Activity 9
Soft Drinks

Directions

Read the following statements. **On a separate sheet of paper**, write out the statements and fill in the blanks with words selected from the word bank below.

1. The gas that makes soft drinks fizz is _____.
2. Most soft drinks served in restaurants come from _____.
3. The post-mix soft drink dispenser mixes CO_2, _____, and water in the correct amounts.
4. It is dangerous to change syrup _____ unless you've first received training.
5. Clean the surface of the dispenser with a soft cloth and a _____.
6. Fill glasses _____.

Word Bank

carbon monoxide	hoses
carbon dioxide	tanks
oxygen	spigots
soft drink dispensers	brands
bottles	mild detergent
cans	powdered abrasive
sugar	to the top
syrup	¾ full

Check your answers in the back of this LAP. If you missed any, review Information Sheet 9.

Answer Keys for Written Activities

Activity 1:
Matching Vocabulary Words

1. **decanter**—the part of a coffeepot used for serving; a container used to serve hot or cold beverages
2. **percolator**—a type of coffeepot in which boiling water rises repeatedly and filters through a basket of coffee grounds
3. **urn**—a large coffee maker or a large beverage dispenser with a spigot
4. **beverage dispenser**—a machine that pours out drinks at the correct serving temperature
5. **carbonated**—beverages that contain carbon dioxide
6. **reconstituted juice**—fruit juice that was reduced to powder or a frozen concentrate and then has had water added to it
7. **concentrate**—a beverage that has had part of its natural water removed
8. **brewing**—preparing coffee by mixing ground coffee with almost-boiling water
9. **steeping**—preparing tea by soaking the tea leaves in almost-boiling water
10. **underliner**—a small saucer, usually with a paper doily, that is provided under beverages glasses or individual-sized serving pots

Activity 2:
Types of Beverages and Their Market Forms

1. The form in which you buy the main ingredient from which you make the beverage is called the **market** form.
2. Coffee is prepared from the **seeds (beans)** of the coffee tree.
3. Decaffeinated coffee has **95%** of the caffeine removed.
4. Instant tea and coffee have had all the **water** removed.
5. Freeze-dried coffee is a crystal form of **instant** coffee.
6. Three types of tea—green, black, and oolong—differ according to how the **leaves** have been dried and fermented.
7. A regular tea bag holds **1 teaspoon** of loose tea; a large bag holds **1 ounce**.
8. Special-flavored teas have dried **flowers** or artificial flavors added.
9. Hot chocolate is prepared from **baking chocolate**.

Answer Keys for Written Activities
(continued)

10. A **fruit juice** is the liquid part of the fruit.
11. A **nectar** is a fruit juice that has had pulp and sweetener added.
12. A **punch** combines two or more beverages, usually fruit juices, nectars, and carbonated drinks.
13. A **fruit drink** is mostly sweetener and water with fruit flavoring.
14. Soft drinks are mixtures of **flavored syrup**, CO_2, and water.

Activity 3A:
Pouring Beverages

1. Put cups and glasses on trays **before** you fill them.
2. Put ice in glasses **before** you fill them.
3. Pick up ice only with **tongs**.
4. **Wash** the tops of cans and bottles before opening them.
5. Fill **all** cups and glasses ¾ full.
6. Wipe up drips and spills with a damp **clean cloth**.
7. coffee, hot tea, hot cocoa
8. fruit juice
9. water, small soft drinks, milk
10. fruit ades, iced coffee, iced tea, large soft drinks

Activity 4A:
Rules for Preparing Coffee and Standards for Judging Acceptable Coffee

1. Ground coffee should not be more than **one** week old.
2. Once opened, ground coffee should be stored in the **freezer**.
3. Use **cold** water that has been freshly run from the tap.
4. The greasy film floating on top of coffee is caused by **unclean equipment**.
5. When making coffee by the pot, use **two** tablespoon(s) of coffee for each cup of water.
6. When preparing an urn of coffee, use **1 pound** of coffee for every 2 to 2½ gallons of water.
7. You shouldn't serve coffee that has been kept hot for more than **1** hour.
8. Never allow coffee to **boil**; the correct brewing temperature is just **below** boiling.

Answer Keys for Written Activities
(continued)

9. The amount of time that coffee mixes with hot water varies with the type of **grind**.

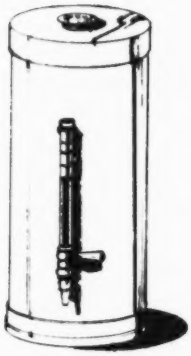
10. When choosing a coffee maker, consider the **amount** of coffee you will be needing to serve.

11. Never make less than **a half** pot of coffee.

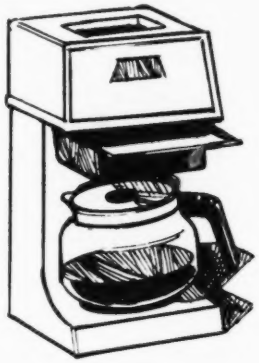
12. Acceptable coffee is hot, **clear**, and has a pleasing taste and aroma.

Activity 4B:
Coffee-Making Equipment

A



B



C

1. Coffee-maker A is called a **vacuum** coffee maker.
It is used for making up to **½** gallon of coffee at a time. It uses **fine** grind coffee.

2. Coffee-maker B is called a(n) **urn** coffee maker.
It is used for making up to **10** gallon(s) of coffee at a time. It uses **drip** grind coffee.

3. Coffee-maker C is called a(n) **automatic drip** coffee maker.
It is used for making up to **½** gallon of coffee at a time. It uses **drip** grind coffee.

Activity 5D:
Cleaning Coffee Makers, Preparing Instant Coffee and Iced Coffee, and Portioning Coffee

1. You should do more thorough cleaning of the coffee maker **once a week**.

2. Never use soaps, scouring powders, or other abrasives to clean urns or decanters; only use **baking soda** and water or special coffeepot cleaner.

Answer Keys for Written Activities
(continued)

3. Discard urn bags and filter cloths **when they are worn or have a strong odor**.
4. The correct way to store urn bags and filter cloths is **in cold water**.
5. When making instant coffee by the cup, add boiling water to **1 teaspoon** of coffee crystals.
6. Iced coffee is made the same way as hot coffee except that it should be at least **twice** the strength.
7. Iced coffee **may** be prepared ahead of time.

Activity 6A:
Rules for Preparing Tea and Standards for Judging Acceptable Tea

1. Tea leaves or bags should be stored in **air-tight jars**.
2. When making tea, start with **cold** water that has freshly run from the tap.
3. Make sure the water is **boiling** when you pour it over the tea.
4. Never **boil** tea.
5. Cover the tea and let it steep for **3 to 5** minutes, depending on the **strength desired**.
6. To keep the tea hotter longer, use china, glass, earthenware, or enamel containers, and **preheat** them before adding the tea.
7. Make cloudy tea clear by adding a small amount of **boiling water**.
8. Never steep tea more than **once**.
9. Acceptable tea must be clear of leaves, have a pleasing flavor, and be served at the proper **temperature**.

Activity 7:
Hot Cocoa

1. Hot cocoa has less **fat** in it than hot chocolate.
2. The color of hot cocoa should be deep brown, the flavor sweet, and the texture **foamy and light**.
3. There should be no **lumps and particles** at the bottom of the cup.
4. You can keep cocoa hot over a **double boiler**.
5. Just before serving, **whip** the cocoa.
6. Two forms of instant cocoa are hot cocoa mix and powdered chocolate **flavorings**.

Answer Keys for Written Activities
(continued)

7. Hot cocoa beverage makers automatically combine **water** and **instant cocoa mix**.

Activity 8:
Preparing Fruit Beverages

1. Adding **lemon juice** improves the flavor of many fruit juices.
2. Once opened, store canned juice in the refrigerator in **a closed plastic or glass** container.
3. Do not use juice that has been stored longer than **three** days.
4. Juice that has been left standing tends to **separate** and should be stirred before serving.
5. Fruit beverages should be served chilled, with the exception of hot **punch**.
6. When using canned juice, always **shake** the can and wipe the top before opening.
7. A **juicer** is a piece of equipment for extracting a lot of juice quickly from fresh fruit.
8. When making cold punch, add the carbonated beverage **just before serving**.
9. Hot punch consists of fruit juices simmered with **spices**.

Activity 9
Soft Drinks

1. The gas that makes soft drinks fizz is **carbon dioxide**.
2. Most soft drinks served in restaurants come from **soft drink dispensers**.
3. The post-mix soft drink dispenser mixes CO_2, **syrup**, and water in the correct amounts.
4. It is dangerous to change syrup **tanks** unless you've first received training.
5. Clean the surface of the dispenser with a soft cloth and a **mild detergent**.
6. Fill glasses **¾ full**.

State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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INSTRUCTOR'S GUIDE
LAP
5.3

Beverages

Basic Food Preparation

Sponsored and published by:
Florida Department of Education
Ralph D. Turlington, Commissioner of Education

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COMMERCIAL FOODS AND CULINARY ARTS COMPETENCY-BASED SERIES

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Instructional Matrix

Directions If you want to use only part of the materials in this LAP, use this matrix to help you select what you need.

Objectives	Instructional Materials	Practice and Feedback	Evaluation
Knowledge Objectives	**Information Sheets**	**Written Activities**	**Written Test Items**
1. Match a list of vocabulary words with their definitions. (At least 9 out of 10 must be correct.)	1:Vocabulary	1: Matching Vocabulary Words	Part I: 1-10
2. Complete statements about types of beverages and their market forms. (At least 13 out of 15 must be correct.)	2: Types of Beverages and Their Market Forms	2: Types of Beverages and Their Market Forms	Part II: 1-15
3. Complete statements about pouring beverages and identify the appropriate container in which to serve various beverages. (At least 14 out of 17 must be correct.)	3: Pouring Beverages	3A: Pouring Beverages	Part III: 1-17
4. Complete statements about rules for preparing coffee and standards for judging acceptable coffee. (At least 11 out of 13 must be correct.)	4: Rules for Preparing Coffee, Standards for Judging Coffee, and Coffee-Making Equipment	4A: Rules for Preparing Coffee and Standards for Judging Acceptable Coffee	Part IV: 1-13
5. Complete statements about coffee-making equipment. (At least 8 out of 9 must be correct.)	4: Rules for Preparing Coffee, Standards for Judging Coffee, and Coffee-Making Equipment	4B: Coffee-Making Equipment	Part V: 1-9
6. Complete statements about cleaning coffee makers, preparing instant coffee and iced coffee, and portioning coffee. (At least 8 out of 9 must be correct.)	5: Preparing Coffee, Cleaning the Equipment, and Serving Coffee	5D: Cleaning Coffee Makers, Preparing Instant and Iced Coffee, and Portioning Coffee	Part VI: 1-7

Instructional Matrix (continued)

Objectives	Instructional Materials	Practice and Feedback	Evaluation
Knowledge Objectives	**Information Sheets**	**Written Activities**	**Written Test Items**
7. Complete statements about rules for preparing tea and standards for judging acceptable tea. (At least 9 out of 10 must be correct.)	6: Rules for Preparing Tea, Standards for Judging Tea, and Preparing Hot and Iced Tea	6A: Rules for Preparing Tea and Standards for Judging Acceptable Tea	Part VII: 1-10
8. Complete statements about hot cocoa. (At least 6 out of 7 must be correct.)	7: Preparing Hot Cocoa	7: Preparing Hot Cocoa	Part VIII: 1-7
9. Complete statements about preparing fruit beverages. (At least 8 out of 9 must be correct.)	8: Preparing Fruit Beverages	8: Preparing Fruit Beverages	Part IX: 1-9
10. Complete statements about soft drinks. (At least 5 out of 6 must be correct.)	9: Soft Drinks	9: Soft Drinks	Part X: 1-6
Skill Objectives	**Information Sheets**	**Practice Checklists**	**Skills Test Items**
1. Prepare coffee in an urn coffee maker. The coffee must be hot and clear, have a pleasing, not bitter taste, and a pleasing coffee aroma.	5: Preparing Coffee, Cleaning the Equipment, and Serving Coffee	5A: Prepare Coffee in an Urn Coffee Maker	Part I: 1-4
2. Prepare coffee in a vacuum coffee maker. The coffee must be hot and clear, have a pleasing, not bitter taste, and a pleasing coffee aroma.	5: Preparing Coffee, Cleaning the Equipment, and Serving Coffee	5B: Prepare Coffee in a Vacuum Coffee Maker	Part II: 1-4
3. Prepare coffee in an automatic drip coffee maker. The coffee must be hot and clear, have a pleasing, not bitter taste, and a pleasing coffee aroma.	5: Preparing Coffee, Cleaning the Equipment, and Serving Coffee	5C: Prepare Coffee in an Automatic Drip Coffee Maker	Part III: 1-4

Instructional Matrix (continued)

Objectives	Instructional Materials	Practice and Feedback	Evaluation
Skill Objectives	**Information Sheets**	**Practice Checklists**	**Skills Test Items**
4. Prepare hot tea. The tea must be clear and free of leaves, have a pleasing, not bitter flavor, and be hot when served.	6: Rules for Preparing Tea, Standards for Judging Tea, and Preparing Hot and Iced Tea	6B: Prepare Hot Tea	Part IV: 1–4

Notes to the Instructor

General Notes

- This LAP is the only one about beverages.
- More complete instruction and a skills test on cleaning an urn coffee maker are provided in LAP 4.2a: Proper Use and Care of Miscellaneous Equipment and Attachments.
- The omission of alcoholic beverages from this LAP was a decision of the teacher committee. The committee suggests that individual programs be guided by the policies of their institutions.

OPPS

The materials in LAP 5.3 cover the following Florida **OPPS** (Occupational Proficiency Performance Standards):

Make coffee.
Brew tea.

V-TECS

The materials in LAP 5.3 cover the following areas of the Florida/**V-TECS** (Vocational-Technical Consortium of States) *Commercial Cook* catalog:

Duty: Preparing Miscellaneous Food and Beverages

Task: Make Coffee.
Objective: No performance objective was written for this task.

Task: Brew Tea.
Objective: No performance objective was written for this task.

Career MAP

The materials in LAP 5.3 cover or are related to the following Commercial Foods and Culinary Arts Career MAP (Career *M*erit *A*chievement *P*lan) competencies:

Maintain clean and sanitary working area.

Read and follow equipment operating instructions.

Operate beverage equipment.

Identify and select cleaning agents.

Disassemble, clean, and reassemble kitchen equipment.

Store and handle prepared cold food and beverages.

Reconstitute powdered beverages.

Prepare hot and cold beverages.

Select and extract juice from fruits and vegetables.

Present salads, buffet foods, and beverages for serving.

Notes to the Instructor (continued)

Special Needs

The following materials, which are related to and/or cover the subject, can be used for students who are educable mentally retarded/handicapped (EMR/EMH) or academically disadvantaged as an alternative to, or in addition to, this LAP:

Series: Career Related Instruction (CRI)
Occupational Cluster: Food Preparation and Service
Titles: *What a Beverage Is* FPS CT 11 001
What Is a Beverage Dispenser? FPS CT 12 001

Suggested Instructional Procedures

Individual Instruction

If you choose to have student(s) use this LAP as a self-paced, self-instructional unit, have the student(s) follow the learning steps in the LAP, as listed below.

Learning Steps in LAP 5.3

1. Read and study **Information Sheet 1**: Vocabulary.
2. Complete **Activity 1**: Matching Vocabulary Words. Check your answers.
3. Read and study **Information Sheet 2**: Types of Beverages and Their Market Forms.
4. Complete **Activity 2**: Types of Beverages and Their Market Forms. Check your answers.
5. Read and study **Information Sheet 3**: Pouring Beverages.
6. Complete **Activity 3A**: Pouring Beverages. Check your answers.
7. Complete **Activity 3B**: Practice in Pouring Beverages. Check yourself.
8. Read and study **Information Sheet 4**: Rules for Preparing Coffee, Standards for Judging Coffee, and Coffee-Making Equipment.
9. Complete **Activity 4A**: Rules for Preparing Coffee and Standards for Judging Acceptable Coffee. Check your answers.
10. Complete **Activity 4B**: Coffee-Making Equipment. Check your answers.
11. Read and study **Information Sheet 5**: Preparing Coffee, Cleaning the Equipment, and Serving Coffee.
12. Complete **Activity 5A**: Practice Checklist—Prepare Coffee in an Urn Coffee Maker.
13. Complete **Activity 5B**: Practice Checklist—Prepare Coffee in a Vacuum Coffee Maker.
14. Complete **Activity 5C**: Practice Checklist—Prepare Coffee in an Automatic Drip Coffee Maker.
15. Complete **Activity 5D**: Cleaning Coffee Makers, Preparing Instant and Iced Coffee, and Portioning Coffee. Check your answers.
16. Read and study **Information Sheet 6**: Rules for Preparing Tea, Standards for Judging Tea, and Preparing Hot and Iced Tea.

Suggested Instructional Procedures (continued)

17. Complete **Activity 6A**: Rules for Preparing Tea and Standards for Judging Acceptable Tea. Check your answers.
18. Complete **Activity 6B**: Practice Checklist—Prepare Hot Tea.
19. Read and study **Information Sheet 7**: Preparing Hot Cocoa.
20. Complete **Activity 7**: Preparing Hot Cocoa. Check your answers.
21. Read and study **Information Sheet 8**: Preparing Fruit Beverages.
22. Complete **Activity 8**: Preparing Fruit Beverages. Check your answers.
23. Read and study **Information Sheet 9**: Soft Drinks.
24. Complete **Activity 9**: Soft Drinks. Check your answers.
25. Get **Written Test 5.3** from your instructor and complete it. If you are successful, go on to Step 26; if not, talk with your instructor.
26. Have your instructor evaluate you on **Skills Test 5.3**. If you are successful, you have completed this LAP; if not, talk with your instructor.

Group Instruction

If you choose to use this LAP as a unit of instruction for more than one student, the following teaching steps are suggested.

Teaching Steps for LAP 5.3

1. Introduce the subject of beverages.
2. Discuss the objectives in LAP 5.3.
3. Discuss the vocabulary words with the group.
4. Have each student read the information sheets and do the written activities in the LAP.
5. As a group, discuss types of beverages and their market forms. Show students examples.
6. Discuss beverage containers that are appropriate for each beverage type. Show students examples. Discuss rules for pouring beverages.
7. For each beverage (coffee, tea, cocoa, fruit beverages, and soft drinks), discuss standards of acceptability, rules for preparation, equipment, and care of the equipment.
8. Demonstrate how to prepare coffee, using urn, vacuum, and automatic drip coffee makers.

Suggested Instructional Procedures (continued)

9. Demonstrate how to clean the coffee-making equipment.
10. Demonstrate how to prepare a pot of tea. Discuss how to make iced tea.
11. Show students how a soft drink dispenser operates. Demonstrate how to change the syrup tank.
12. Give the students **Written Test 5.3** to complete. Evaluate the results, using the Answer Key in this Instructor's Guide. Make special arrangements for those who do not master this unit.
13. Use **Skills Test 5.3** to evaluate each student. Assign students who do not master tasks satisfactorily to practice more in the kitchen, with some assistance.
14. Use the additional instructional activities/enrichment with the group or with individual students.

Additional Instructional Activities/Enrichment

Consult various cookbooks to explore different recipes for the beverage types.

Written Test 5.3
I. Vocabulary

Directions

Match each vocabulary word below with the correct definition. Write the letter of the correct definition in the blank beside the word.

Vocabulary Words

_____ (1) **steeping**

_____ (2) **brewing**

_____ (3) **reconstituted juice**

_____ (4) **concentrate**

_____ (5) **carbonated**

_____ (6) **decanter**

_____ (7) **urn**

_____ (8) **percolator**

_____ (9) **beverage dispenser**

_____ (10) **underliner**

Definitions

a. a beverage that has had part of its natural water removed

b. soaking tea leaves in almost-boiling water

c. a container used to serve hot or cold beverages; the part of a coffeepot used for serving

d. containing carbon dioxide

e. a small saucer, usually with a paper doily, that is provided under beverage glasses

f. mixing ground coffee with almost-boiling water

g. a type of coffeepot in which boiling water rises repeatedly and filters through a basket of coffee grounds

h. a large coffee maker or a large beverage dispenser with a spigot

i. a machine that pours out drinks at the correct serving temperature

j. fruit juice that was reduced to powder or a concentrate and th n has been restored to its original strength

Written Test 5.3 (continued)
II. Types of Beverages and Their Market Forms

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks, so use only the words you need. A word may be used more than once.

The market form refers to the form in which you buy the main (1) _____ from which you make the beverage.

Coffee is made from ground (2) _____; tea comes from dried and fermented (3) _____.

(4) _____ of the caffeine has been taken out of decaffeinated coffee.

All of the (5) _____ has been removed from instant tea and coffee.

Freeze-dried coffee is a crystal form of (6) _____ coffee.

Green, black, and oolong tea differ only in how the leaves have been (7) _____ and fermented.

A regular tea bag contains (8) _____ of loose tea; a large tea bag holds (9) _____.

Special-flavored teas have dried flowers or (10) _____ added.

(11) _____ is prepared from baking chocolate.

A nectar is a fruit juice that has (12) _____ and sweetener added.

A (13) _____ is a combination of different fruit juices and usually a carbonated beverage.

A fruit drink is mostly sweetener, (14) _____, and fruit flavoring.

Soft drinks are mixtures of flavored syrup, CO_2, and (15) _____.

Word Bank

cocoa	sugar	ingredient	50%
punch	carbohydrate	beans (seeds)	95%
pulp	caffeine	instant	1 teaspoon
ground	water	espresso	1 tablespoon
1 ounce	leaves	dried	artificial flavors
roots	hot chocolate		

Written Test 5.3 (continued)
III. Pouring Beverages

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks, so use only the words you need. A word may be used more than once.

Put cups and glasses on the (1) _____ before you fill them.

Put ice in glasses (2) _____ you pour the beverage. Use (3) _____ to pick up the ice.

Before opening bottles and cans, (4) _____ the tops.

All cups and glasses should be filled (5) _____ full.

All drips and spills should be wiped with a clean, damp (6) _____.

Word Bank

after	tray
before	sponge
cloth	a spoon
completely	your fingers
sponge	wash
table	7/8
tongs	3/4

Directions

For each beverage listed below, select the appropriate container in which it should be served. Write the letter of the correct container in the blank beside the beverage.

a. a cup or mug
b. a 4- to 5-ounce glass
c. an 8-ounce glass
d. a 10- to 12-ounce glass

_____ (7) cocoa

_____ (8) coffee

_____ (9) fruit ades

_____ (10) fruit juice

_____ (11) hot tea

_____ (12) iced coffee

_____ (13) iced tea

_____ (14) large soft drinks

_____ (15) milk

_____ (16) small soft drinks

_____ (17) water

Written Test 5.3 (continued)
IV. Rules for Preparing Coffee and Standards for Judging Acceptable Coffee

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks so use only the words you need. A word may be used more than once.

Ground coffee loses its freshness in about (1) _____ unless you keep it in the (2) _____.

Start coffee, using cold (3) _____ water.

An oily film on coffee is caused by (4) _____.

Use (5) _____ of coffee per cup of water when brewing coffee by the pot. Use (6) _____ of coffee for every 2 to 2½ gallons of water when brewing in an urn.

Coffee that has been kept hot for more than (7) _____ should not be served to customers.

Never allow coffee to (8) _____. The correct brewing temperature is just (9) _____ boiling.

The amount of time that coffee mixes with hot water is determined by the (10) _____.

The (11) _____ of coffee needed is the main consideration in selecting a coffee maker. This is especially so because making less than (12) _____ pot yields inferior coffee.

Acceptable coffee is hot, clear, and has a pleasing taste and (13) _____.

Word Bank

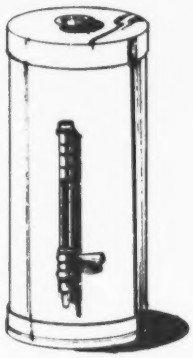
30 minutes	altitude	under
1 hour	freezer	tap
2 hours	kind	original can
1 week	type of grind	distilled
1 month	old ground coffee	boil
a half	2 teaspoons	sweetness
a whole	2 tablespoons	unclean equipment
at	½ pound	mineral
aroma	1 pound	the wrong filter
amount	2 pounds	

Written Test 5.3 (continued)
V. Coffee-Making Equipment

Directions

Look at the illustrations and read the statements that follow. Fill in the blanks with the correct words listed below.

A



B

C

Coffee-maker A is called a(n) (1) _____ coffee maker. It is used for making up to (2) _____ gallon(s) of coffee at a time. It uses (3) _____ grind coffee.

Coffee-maker B is called a(n) (4) _____ coffee maker. It is used for making up to (5) _____ gallon(s) of coffee at a time. It uses (6) _____ grind coffee.

Coffee-maker C is called a(n) (7) _____ coffee maker. It is used for making up to (8) _____ gallon(s) of coffee at a time. It uses (9) _____ grind coffee.

Word Bank

urn	½
automatic drip	fine
vacuum	1
drip	10

Written Test 5.3 (continued)
VI. Cleaning Coffee Makers, Preparing Instant and Iced Coffee, and Portioning Coffee

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks so use only the words you need. A word may be used more than once.

Coffee makers should be cleaned with (1) _____ after each use. Never use (2) _____ to clean urns or decanters.

Equipment should be given a more thorough cleaning (3) _____ a week.

Store urn bags and filter cloths in (4) _____.
(5) _____ urn bags and filter cloths when they develop a strong odor.

Iced coffee should be at least (6) _____ the strength of regular coffee. It (7) _____ be prepared in advance.

Word Bank

once
twice
three times
launder
throw away
soap
baking soda
cold water
the air to dry
may
may not

Written Test 5.3 (continued)
VII. Rules for Preparing Tea and Standards for Judging Acceptable Tea

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks so use only the words you need. A word may be used more than once.

Store tea leaves and bags in (1) _____.

When making (2) _____, start with cold tap water.

Put the correct measure of (3) _____ in the pot. Add (4) _____. Cover and let (5) _____ for 3 to 5 minutes, depending on the (6) _____.

Serve the tea in (7) _____ cups.

To clear up tea that is cloudy, add a small amount of (8) _____.

Do not use a tea bag more than (9) _____.

Acceptable tea must be clear of (10) _____, have a pleasing flavor, and be served at the proper temperature.

Word Bank

boiling water	hot tea or iced tea	strength desired
sugar	air-tight containers	steep
tannic acid	type of tea	once
baking soda	plastic	twice
tea	simmer	the original container
hot tea only	preheated	leaves
iced tea only	matching	hardness of the water

Written Test 5.3 (continued)
VIII. Hot Cocoa

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks so use only the words you need. A word may be used more than once.

Hot (1) _____ has 50% less fat than hot (2) _____.

The color of hot cocoa should be deep brown, the flavor sweet, and the texture (3) _____.

To keep cocoa hot, use a (4) _____.

Just before serving, (5) _____ the cocoa.

Powdered chocolate flavorings and (6) _____ are two forms of instant cocoa.

Hot cocoa beverage makers automatically combine instant cocoa mix and (7) _____.

Word Bank

cocoa
milk
water
chocolate
gas flame
whip
smooth and dense
double boiler
strain
chocolate extract
foamy and light
hot cocoa mix

Written Test 5.3 (continued)
IX. Preparing Fruit Beverages

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks so use only the words you need. A word may be used more than once.

Adding (1) _____ improves the flavor of many fruit juices.

When using canned juice, always (2) _____ the lid and shake the can before opening. Once opened, store canned fruit juice in the refrigerator in (3) _____ container.

Don't store any juice longer than (4) _____ days.

Juice that has been left standing tends to (5) _____ and should be stirred before serving.

Except for hot punch, all fruit beverages should be served (6) _____.

To get a lot of juice quickly from fresh fruit, use a (7) _____.

A carbonated beverage is one of the (8) _____ ingredients to be added to a punch.

Hot punch consists of fruit juices that are (9) _____ with spices.

Word Bank

first	lemon juice	ascorbic acid
aged	salt	blender
sour	the original	tap
boiled	juicer	last
before noon	five	three
chilled	wipe	a closed plastic or glass
separate	simmered	

Written Test 5.3 (continued)
X. Soft Drinks

Directions

Read the following statements. Fill in the blanks with the correct words listed below. There are more words than blanks so use only the words you need. A word may be used more than once.

(1) _____ makes soft drinks fizz.

Most soft drinks served in restaurants come from (2) _____.

The post-mix soft drink dispenser mixes (3) _____, syrup, and water.

Don't change the (4) _____ unless you've first been trained.

Clean the dispenser with a soft cloth and mild (5) _____.

Fill glasses (6) _____.

Word Bank

to the top
detergent
syrup tank
carbon dioxide
cans
abrasive
soft drink dispensers
bottles
bicarbonate of soda
¾ full
pressure gauge

Answer Key for Written Test

Each section in the posttest covers one objective and, therefore, should be evaluated separately. Criteria for evaluating each section are suggested below.

I. To master this objective the student should answer at least 9 out of 10 correctly.

1. b
2. f
3. j
4. a
5. d
6. c
7. h
8. g
9. i
10. e

II. To master this objective the student should fill in at least 13 out of 15 blanks correctly.

1. ingredient
2. beans (seeds)
3. leaves
4. 95%
5. water
6. instant
7. dried
8. 1 teaspoon
9. 1 ounce
10. artificial flavors
11. hot chocolate
12. pulp
13. punch
14. water
15. water

III. To master this objective the student should answer at least 15 out of 17 correctly.

1. table
2. before
3. tongs
4. wash
5. ¾
6. cloth
7. a
8. a
9. d
10. b
11. a
12. d
13. d
14. d
15. c
16. c
17. c

IV. To master this objective the student should answer at least 11 out of 13 correctly.

1. 1 week
2. freezer
3. tap
4. unclean equipment
5. 2 tablespoons
6. 1 pound
7. 1 hour
8. boil
9. under
10. grind
11. amount
12. a half
13. aroma

Answer Key for Written Test (continued)

V. To master this objective the student should answer at least 8 out of 9 correctly.

1. automatic drip
2. ½
3. drip
4. vacuum
5. ½
6. fine
7. urn
8. 10
9. drip

VI. To master this objective the student should answer at least 6 out of 7 correctly.

1. baking soda
2. soap
3. once
4. cold water
5. throw away
6. twice
7. may

VII. To master this objective the student should answer at least 9 out of 10 correctly.

1. air-tight containers
2. hot tea or iced tea
3. tea (or leaves)
4. boiling water
5. steep
6. strength desired
7. preheated
8. boiling water
9. once
10. leaves

VIII. To master this objective the student should answer at least 6 out of 7 correctly.

1. cocoa
2. chocolate
3. foamy and light
4. double boiler
5. whip
6. hot cocoa mix
7. water

Answer Key for Written Test (continued)

IX. To master this objective the student should answer at least 8 out of 9 correctly.

1. lemon juice
2. wipe
3. a closed plastic or glass
4. 3
5. separate
6. chilled
7. juicer
8. last
9. simmered

X. To master this objective the student should answer at least 5 out of 6 correctly.

1. carbon dioxide
2. soft drink dispensers
3. carbon dioxide
4. syrup tank
5. detergent
6. ¾ full

Skills Test 5.3
Beverages

Student's Name _____ Date _____

The Student Can:	Yes	No
I. Prepare coffee in an urn coffee maker.		
1. Organized work area for efficient preparation before beginning.	___	___
2. Followed procedures correctly.	___	___
3. Produced an acceptable product.	___	___
Criteria: Is the coffee hot and clear? Does it have a pleasing, not bitter taste, and a pleasing coffee aroma?	___	___
4. Cleaned work area well.	___	___
II. Prepare coffee in a vacuum coffee maker.		
1. Organized work area for efficient preparation before beginning.	___	___
2. Followed procedures correctly.	___	___
3. Produced an acceptable product.	___	___
Criteria: Is the coffee hot and clear? Does it have a pleasing, not bitter taste, and a pleasing coffee aroma?	___	___
4. Cleaned work area well.	___	___
III. Prepare coffee in an automatic drip coffee maker.		
1. Organized work area for efficient preparation before beginning.	___	___
2. Followed procedures correctly.	___	___
3. Produced an acceptable product.	___	___
Criteria: Is the coffee hot and clear? Does it have a pleasing, not bitter taste, and a pleasing coffee aroma?	___	___
4. Cleaned work area well.	___	___
IV. Prepare hot tea.		
1. Organized work area for efficient preparation before beginning.	___	___
2. Followed procedures correctly.	___	___
3. Produced an acceptable product.	___	___
Criteria: Is the tea clear and free of leaves. Does it have a pleasing, not bitter flavor? Is it hot when served?	___	___
4. Cleaned work area well.	___	___

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